

SF CAREER SERVICE BOARD

The SF Career Service Board has established a panel to make competitive evaluations of SF employees. The SF Career Service Evaluation Panel uses a Competitive Evaluation Listing to determine by a point system (based on 100 points) the competitive ranking of employees annually. A separate Competitive Evaluation Listing is prepared for each grade containing the names of all employees in the grade. Points are given employees for the following elements:

Performance

An employee is given points for the Overall Fitness Rating on his most current fitness report (40 to 50 for overall rating of "O"; 30 to 39 for "S"; 20 to 29 for "P"; 10 to 19 for "A"). Other fitness reports may be taken into consideration.

Potential

The indicated ability, by reason of education and demonstrated performance, of the employee to assume greater responsibilities and/or duties is rated by points (maximum of 10) based upon the ratings given for potential for each of the four skills (Budget, General Finance, Systems and Audit).

Qualifications

The employee is given points (up to 15) based on his education, training, related non-Agency work experience and language ability.

Flexibility

An employee's capability, personal desire, medical problems, and family situation for rotational assignments, both domestic and foreign, is rated with a maximum of five (5) points given for unlimited flexibility. "Unlimited flexibility" is the employee's capability to be assigned and his sincere willingness to accept any assignment at any time, if the same conditions and personal circumstances which pertain at the time of indication continue. Less points will be given to the degree that there is less actual capability and commitment.



Length of Service

One point is given for each approximate two years' service qualifying toward retirement, not to exceed ten (10) points.

Other Considerations

Up to ten (10) points may be given for demonstrated skills, versatility, experience and unique or special qualities which have not been reflected in the other elements.

The Competitive Evaluation Panel also provides an inventory of personnel showing the kinds and degree of skills employees possess to be used in making position assignments. There are four (4) established skills for the SF Career Service (Budget, General Finance, Audit, and Systems and Procedures.) The employee is given a rating of High, Medium, Low, or None in each skill for the degree of skill demonstrated on the job and the degree of potential he is deemed to have in the skill.

The above Competitive Evaluations and Skills Listings are utilized as a guide by the Office of Finance Support Staff and the Chairman, SF Career Service Board in determining the training, assignment, and promotion of SF employees.

The monthly Career Service Grade Authorization (adjusted to current date) is used in determining the number of promotions that can reasonably be made in each grade. Past experience reflects approximately 50% of the available headroom being used for promotions except in grade GS-13 wherein it has been necessary to make promotions in excess of headroom because in several instances a certain grade individual is transferred to do a specific job (e.g., GS-13) and then the slot is reduced to GS-12 or GS-11. This results in a reduced headroom at the higher grade level since it would not be practical to remove the individual from the position until his tour is completed, particularly if he happens to be overseas.

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The size and composition of the SF Career Service, approximately [REDACTED] as compared with the size and composition of the Office of Finance T/O, [REDACTED], requires frequent rotation of most SF employees in the GS-7 through GS-14 grades. The selection and placement of employees in particular jobs in connection with rotations must be a competitive process if promotions are to be competitive. Therefore, great emphasis and attention is given to the selection of individuals for rotation. The following steps are taken in connection with each rotation:

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- a. A determination of the skills, qualifications and experience required for the particular position.

b. A review of the employees in the grade of position, and the next lower grade, who possess the necessary qualifications and flexibility for the position.

c. A review of each employee's standing on the competitive roster, and a narrowing down of the candidates for the position.

d. Consideration as to whether the position affords an opportunity for the employee for growth and the acquisition of additional skills and experience.

e. Review and consultation with Area Divisions or others concerned and selection of the final candidate for the position.

Available headroom in a particular grade has a distinct bearing on this selection and rotation process. For example, if the position in question is a GS-13 and there were no headroom in GS-13's it would be necessary to consider only GS-13's for the position, although there might be a number of highly capable GS-12's who deserve consideration. Conversely, we occasionally must place a GS-12 in a GS-13 position because qualified GS-13's are unavailable, (because they are in process of rotation, home leave, training, etc.), at the proper time to fill the position. Both sides of this situation present a problem. On the one hand, an individual is denied the opportunity to utilize his talents and capabilities fully and feels that he is being denied full opportunity for development. On the other side his talents are being utilized, but he is denied promotion, and may feel that he is being exploited.

SPECIAL REVIEW GS-13

<u>Deserves Promotion But is Blocked</u>	<u>Age</u>	<u>Developing and Will Warrant a Promotion Later</u>	<u>Age</u>	<u>Good Employee at This Grade</u>	<u>Age</u>	<u>Marginal</u>	<u>Age</u>
1	38	1	37	3	41	1	55
3	39	2	38	1	42	1	60
2	40	3	39	1	44		
2	41	3	40	1	45		
1	42	1	43	4	47		
4	43	3	44	1	48		
2	46	3	45	2	49		
1	47	2	47	1	50		
3	50	1	50	1	51		
2	51	1	54	2	52		
1	52			1	53		
1	53			1	55		
2	56			1	56		
				1	59		
				1	60		
				1	61		

Headroom as of 31 March 1967

No. of employees deserving promotion

Current blockage

No. of employees developing who will warrant promotion by 1970

Total No. warranting promotion by 1970

Estimated Headroom as of 1970

Estimated employees blocked from promotion

+5

25

20

20

40

+8

32

SPECIAL REVIEW GS-12

<u>Deserves Promotion But is Blocked</u>	<u>Age</u>	<u>Developing and Will Warrant a Promotion Later</u>	<u>Age</u>	<u>Good Employee at This Grade</u>	<u>Age</u>	<u>Marginal</u>	<u>Age</u>
1	35	1	34	1	43	1	44
1	36	1	35	1	48	1	46
2	39	1	36	2	51	1	62
4	40	1	37	1	52		
1	41	1	38	1	53		
1	42	5	39	1	54		
1	43	5	40	1	55		
1	47	3	41	3	56		
1	48	1	42	1	58		
1	49	1	43	1	59		
1	50	2	45				
1	51	2	49				
1	52	1	50				
1	53						

18

Headroom as of 31 March 1967

No. of employees deserving promotion

Current blockage

No. of employees developing who will warrant promotion by 1970

Total No. warranting promotion by 1970

Estimated Headroom as of 1970

Estimated employees blocked from promotion

-3

18

18

25

43

+10

33

SPECIAL REVIEW GS-11

<u>Deserves Promotion But is Blocked</u>	<u>Age</u>	<u>Developing and Will Warrant a Promotion Later</u>	<u>Age</u>	<u>Good Employee at This Grade</u>	<u>Age</u>	<u>Marginal</u>	<u>Age</u>
2	33	2	28	1	36	1	41
2	35	1	30	1	39	1	50
2	36	1	33	1	43		
1	37	1	34	3	44		
1	38	1	35	2	45		
2	41	1	37	1	49		
1	42	1	38	1	50		
2	43	1	39	1	51		
1	44	1	40	1	52		
2	47	1	41	2	58		
1	53	1	42				
1	54	2	51				
1	56						
1	59						

Headroom as of 31 March 1967

No. of employees deserving promotion

Current blockage

No. of employees developing who will warrant promotion by 1970

Total No. warranting promotion by 1970

Estimated Headroom as of 1970

Estimated employees blocked from promotion

+5

20

15

14

29

+15

14

SPECIAL REVIEW GS-10 and GS-09

<u>Deserves Promotion But is Blocked</u>	<u>Age</u>	<u>Developing and Will Warrant A Promotion Later</u>	<u>Age</u>	<u>Good Employee at This Grade</u>	<u>Age</u>	<u>Marginal</u>	<u>Age</u>
<u>GS-10</u>		<u>GS-10</u>		<u>GS-10</u>			
1	33	1	30	1	36		
3	36	1	47	1	44		
1	37						
1	39	<u>GS-09</u>		<u>GS-09</u>			
1	42	1	26	1	31		
1	44	1	29	1	34		
1	46	3	31	1	37		
1	47	1	32	1	38		
1	52	3	34	1	41		
1	54	2	35	1	44		
		1	37	1	45		
		1	38	3	46		
<u>GS-09</u>		1	39	4	47		
3	31	1	40	1	48		
2	32	1	44	2	49		
1	40	1	57	2	50		
1	41	1		1	51		
1	42			1	54		
1	43			2	55		
1	45			2	56		
1	46			1	57		
1	50			1	59		
1	51			1	60		
				2	61		

Headroom as of 31 March 1967

No. of employees deserving promotion

Current blockage

No. of employees developing who will warrant promotion by 1970

Total No. warranting promotion by 1970

Estimated Headroom as of 1970

Estimated employees blocked from promotion

+1

25

24

19

43

+36

7

SPECIAL REVIEW GS-8 and GS-7

<u>Deserves Promotion But is Blocked</u>	<u>Age</u>	<u>Developing and Will Warrant a Promotion Later</u>	<u>Age</u>	<u>Good Employee at This Grade</u>	<u>Age</u>	<u>Marginal</u>	<u>Age</u>
<u>GS-8</u>		<u>GS-7</u>		<u>GS-8</u>		<u>GS-8</u>	
1	23	2	24	1	52	1	31
1	25	3	25	1	59	1	57
1	26	1	26	1	60		
1	27	1	27	1	62		
1	28	1	28				
2	30	1	29	<u>GS-7</u>			
2	31	2	33	3	25		
1	32	1	43	1	26		
1	33	1	48	4	27		
2	35			3	28		
2	36			1	29		
1	38			2	30		
1	40			2	31		
1	50			1	34		
1	51			1	35		
1	54			1	37		
1	57			1	41		
<u>21</u>				2	44		
<u>GS-7</u>				1	45		
1	24			3	46		
3	25			1	48		
2	26			2	50		
1	27			3	51		
4	29			1	53		
2	31			3	54		
2	35			2	55		
				1	57		
				2	58		
				2	59		
				1	61		
				1	66		
Headroom as of 31 March 1967		+5					
No. of employees deserving promotion		<u>36</u>					
Current blockage			31				
No. of employees developing who will warrant promotion by 1970			<u>13</u>				
Total No. warranting promotion by 1970			44				
Estimated Headroom as of 1970			<u>+42</u>				
Estimated employees blocked from promotion			<u>2</u>				

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Approved For Release 2001/07/12 : CIA-RDP82-00357R000600120028-7

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Acting Chief, SS/Finance
1211 Key

EXTENSION

2972

NO.

DATE

5 April 1967

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director/Finance
1212 Key

4/5/67

AMB

2. A-DD/Personnel for Planning
and Research
512 Magazine Bldg.

5 APR 1967

3.

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